

**FAMILY
RESPONSIBILITY**

The contractor shall provide all needed services to a family unit for the purpose of reunification and/or permanency planning. Services shall include placement planning and preparation, service referrals for parents and children, the arrangement and facilitation of family visitations (including the provision of transportation as needed) as well as court responsibility.

**Contractor Family
Responsibility**

Family responsibility shall include coordinating service planning with all agencies providing placement services to the family. Coordination means maintaining at a minimum one (1) monthly contact with other treatment and care managers, as well as the family as specified in the DHS Child & Family Services Childrens Foster Care Manual (FOM) 722 series.

**Responsibility for
Siblings**

The contractor shall assume family and placement responsibility for all siblings who require services provided by the contractor. Siblings needing initial placement, who require services **not** provided by the contractor, are the placement responsibility of the DHS.

- At the time, that child no longer requires the specific services which led to DHS placement responsibility, the child will return to the supervision of the contractor which has the responsibility for the family unit. All subsequent placement planning is the responsibility of the contractor.
- Placement planning includes preparation of referral packet, identification of appropriate placement options, obtaining DHS approval of potential placement options, making referrals to agencies approved by DHS and effecting the placement.

**Legal/Court
Activities**

The contractor and DHS shall cooperate in matters relating to any legal or court activities concerning the child and family. The contractor shall:

- Notify foster parents/relative/unrelated caregivers of scheduled court hearings.
- Attend all court hearings. Prepare for and provide primary court testimony, recommendations, and reports until dismissal of wardship.
- Submit all court reports/materials to DHS for review and/or approval no later than five (5) working days prior to the due date for submission to the court.

CPA Involvement

When more than one Child Placing Agency (CPA) becomes involved with a family due to the special needs of one or more of the children, the CPA with the majority of siblings in placement is considered the “primary” provider and maintains family responsibility.

Note: When two or more child placing agencies (CPA’s) share an equal number of siblings from a family, the CPA with the youngest child will be the “primary” provider.

Secondary providers are responsible for an individual child’s case management and must provide updated service plans to the CPA with family responsibility (primary provider), for inclusion in their service plans.

**Contract Agency
Disputes**

Any disputes between primary and secondary contracting agencies regarding services/case planning are to be presented to the local DHS POS monitor for resolution.

**Special
Circumstances**

Special circumstances requiring deviation from the Contract Agreement may be negotiated between the local office and the contractor, on a case by case basis, using the Individual Service Agreement (DHS-3600). Approval of the Purchased Services Division must be sought. The purpose of the DHS-3600 is to acknowledge that the contractor has accepted service responsibility and shall not be used to permanently modify the Contract Agreement.

**TERMINATION OF
FAMILY
RESPONSIBILITY**

The above family responsibilities shall continue until DHS local office agrees to resume direct care responsibility or one of the following occurs:

- Wardship is dismissed on all children in the family.
- Termination of parental rights of both parents either through involuntary termination (1935 PA 220, as amended) or through voluntary release (under 1974 PA 296, as amended). Although the contractor's family responsibility ends, services to the child(ren) shall continue with direct care responsibility remaining with the child placing agency (contractor).
- Child is placed in residential care and there are no other siblings who continue in foster care placement under the contractor's supervision, or siblings who are wards residing with the parents/relatives. Family responsibility returns to the local DHS office.
- DHS approves, in writing, the transfer of family responsibility to another child placing agency.
- Child reaches age 19 and there are no other siblings under the supervision of the contractor who are in a foster care placement or who are wards residing with the parents/relatives.
- Child dies(s) and there are no other siblings who continue in foster care placement or as who are wards residing with the parents/relatives.